

DEPARTMENT OF HEALTH & HUMAN SERVICES – DIVISION OF ENVIRONMENTAL HEALTH
STATE HOUSE STATION 11 – AUGUSTA, MAINE 04333-0011
APPLICATION FOR DHHS LICENSE

Individual () Corporation () Partnership () Other () Non-Profit ()

Establishment Owner(s) Name

Owner's Telephone

Federal Employer ID# or Social Security# (required)

Establishment Name

Establishment Telephone

Location of Establishment

City/Town

Zip

If located in Portland, South Portland, Lewiston or Auburn, refer to fee for delegated municipalities in Fee Schedule on page 3

Fax Number

Email Address

Mailing Address of Establishment

City

State

Zip

LICENSE TYPE

(CHECK ONLY ONE CATEGORY FOR THIS APPLICATION; AND REFER TO FEE SCHEDULE ON PAGE 3)

Eating Place

With seats:

- () Restaurant..... # of Seats _____
() Bar / lounge..... # of Seats _____
() Variety Store # of Seats _____
() Plus Lodging..... # of Seats _____ # of Bedrooms _____
() Plus Catering # of Seats _____

Takeout:

- () Variety Store () Stand () Temporary Food Service () Mobile 1ST Location _____

Other:

- () Catering Establishment () Senior Citizens Meal Satellite () Senior Citizen Meals Commissary

Lodging place

- () Bed and Breakfast # of Bedrooms _____
() Lodging # of Bedrooms _____
() Cottages # of Cottages _____
() Adult Recreational Camp

Vending Machine

- () Location () Commissary

School

- () Feeding/Catering () Feeding () Satellite

Youth Camp

- () Residential () Day Camp () Trip / Travel # Girls _____ # Boys _____ # Staff _____

Campground

of T&T Sites _____ # of RV Sites _____ # Wilderness sites _____ # of Cottages _____

SIGNATURE OF APPLICANT _____ Title _____

DATE OF APPLICATION: _____ PLANNED OPENING DATE: _____

ESTABLISHMENT WATER SOURCE

() Water from Municipality (Water District/Company)

() Water from on-site source (Private or Shared Well, Spring, Surface Water, etc.)

Please refer to the enclosed form entitled "Water Testing Requirements For Licensed Establishments" (green sheet).

ESTABLISHMENT WASTEWATER DISPOSAL

() Public Sewer System () Privately Owned System

Please refer to enclosed form "Septic Review Requirements for an Eating and Lodging License" (orange sheet)

NOTE: If the system is privately owned AND the establishment is new, has expanded its approved capacity or has changed its facility use, an HHE-614 form must be completed and submitted for review.

ESTABLISHMENT LICENSURE HISTORY

1. Was business previously DHHS licensed? () Yes () No

2. Was business previously Department of Agriculture licensed? () Yes () No

Previous Owner's Name _____

Previous Establishment Name _____

3. What changes to the business have you made/planned? (Describe) _____

If you answered no to 1 and 2, please continue this application.

If you answered yes to 1 and 2 and changes are planned, please continue this application.

If you answered yes to 1 and no changes will be made, please stop here.

If you answered yes to 2, please continue this application.

() Year round () Seasonal From _____ to _____

HOURS OF OPERATION:

Sunday	_____ to _____
Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

MEALS TO BE SERVED:

Breakfast :	_____
Lunch :	_____
Dinner:	_____
Number of seats:	_____
Number of staff:	_____
Number / shift:	_____

TOTAL FLOOR SPACE / SQUARE FEET: _____

KITCHEN FLOOR SPACE / SQUARE FEET: _____

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS:

1. Menu
2. List of equipment & specifications
3. Site plan (showing location including streets, alleys, dumpsters, outside seating, etc.)
4. Floor plan (drawn to scale showing location of equipment, plumbing, electrical, storage, seating, and refrigeration)

SHOW OR DESCRIBE THE FOLLOWING:

- | | | |
|-----------------------|---------------------------|--|
| 1. Lighting | 7. Sinks | 13. Ceilings |
| 2. Ventilation | 8. Food preparation rooms | 14. Food contact surfaces |
| 3. Grease traps | 9. Dressing rooms | 15. Special operations (salad bars, buffets, etc.) |
| 4. Toilet rooms | 10. Floors | 16. Measures to prevent insect / rodent harborage |
| 5. Storage rooms | 11. Walls | 17. Pest control plan or contractor |
| 6. Lounge or bar area | 12. Outside Seating | |

PLEASE DESCRIBE:

- | | |
|-------------------------------|---|
| 1. Garbage and Refuse Storage | 2. Exhaust Hoods |
| a. Inside | 3. Sinks (hand wash, ware wash, utility, toilet lavatory) |
| b. Outside | 4. Dishwasher |

****ALL FEES COLLECTED ARE NON-REFUNDABLE 22MRS § 2494**

ESTABLISHMENT TYPE	BASE FEE	ADD ON FEE	MAXIMUM FEE
---------------------------	-----------------	-------------------	--------------------

Note: Eating Places in Portland, South Portland, Lewiston, and Auburn pay a flat fee of \$60.00.

Eating Place (seats)	\$45.00	\$3.00 / seat	\$150.00
Eating Place / Catering (seats)	\$45.00	\$3.00 / seat	\$150.00
Eating Place Take Out (no seats)	\$75.00	None	
Eating Place Mobile	\$60.00	None	
Eating Place Temporary	\$45.00	None	
School Feed / Satellite	\$100.00	None	
School Feeding	\$100.00	None	
School Feed / Catering	\$100.00	None	
Sr. Citizen Meal Commissary	\$40.00	None	
Sr. Citizen Meal/Satellite	\$30.00	None	
Bottle Club	\$45.00	\$3.00 / seat	\$150.00
Catering Establishment	\$75.00	None	
Vending Machine	\$45.00	None	
Eating Place / Vending Machine	\$45.00	\$3.00 / seat	\$150.00
Vending Machine Commissary	\$75.00	None	
Vending Machine Location	\$5.00 / Location	None	
Soup Kitchens	\$50.00	None	
Eating & Lodging Place	\$45.00	\$3/ seat + \$2 /room	\$150.00
Bed & Breakfast	\$45.00	\$2.00 / Room	\$150.00
Lodging Place	\$45.00	\$2.00 / Room	\$150.00
Cottages	\$45.00	\$3.00 / Cottage	\$150.00
Day Youth Camp	\$45.00	None	
Residential Youth Camp	\$90.00	None	
Trip & Travel Youth Camp	45.00	None	
Campground	\$45.00	\$1.00 / Site + \$3.00 / Cottage	\$150.00
Agricultural Fair Campground	\$125.00	None	
Temporary Campground	\$125.00	None	
Mass Gathering	\$100.00 - \$750.00	None	\$750.00
Jails	\$50.00	None	
Recreational Camp	\$75.00	None	

MISCELLANEOUS FEES PER ESTABLISHMENT

Reprint license	\$10.00
Late renewal	\$25.00
Non profit / courtesy inspection	\$15.00
Holding fee	\$10.00
Additional inspection	\$35.00

Pursuant to Title 22 M.R.S.A. § 2501, Nonprofit organizations including, but not limited to, 4-H Clubs, scouts and agricultural societies shall be exempt from department rules and regulations relating to dispensing foods and nonalcoholic beverages at not more than 12 public events or meals within one calendar year. For the purposes of these rules, 12 public events are interpreted to mean monthly, but in no case more than 12 events per year. In those instances, the establishment shall be licensed as provided in these rules.

PLEASE MAIL TO: MAKE CHECK PAYABLE TO: TREASURER, STATE OF MAINE (Fee Non-Refundable)
DHHS / ENVIRONMENTAL HEALTH
HEALTH INSPECTION PROGRAM
11 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0011

Licenses are non-transferable and required to be posted prior to operating. Please allow 30 days for processing an application. A State of Maine Food Code Summary is attached for your review.

STATE OF MAINE FOOD CODE SUMMARY (Handy Check List)

- ☐ All food service establishments must obtain a license from the Department of Health and Human Services.
- ☐ The license must be posted in the food service establishment for view by consumers and regulators.
- ☐ There must be a designated Person In Charge able to demonstrate knowledge of safe food handling.
- ☐ Water must be supplied from an approved source. (Provide current documents for private wells.)
- ☐ An ample supply of hot water (110° F) to meet peak demands shall be provided. (This is normal hot water temperature. Higher temperatures are required for hot water sanitization.)
- ☐ Food service establishment operations must not be conducted in a private home. (No home kitchen food preparation.)
- ☐ Food employee's health must not present risk of food contamination.
- ☐ Employees must keep themselves clean, including hands, fingernails, and outer clothing.
- ☐ Food must be from approved sources, stored at proper temperatures, and protected from contamination.
- ☐ All food preparation areas and warewashing areas must be provided with hand cleaning facilities.
- ☐ Handwashing sinks must be provided with hot water, hand soap, and disposable single use towels.
- ☐ Warewashing sinks must be provided for all food service establishments that use equipment, utensils, or dishware that is required to be washed, rinsed, and sanitized.
- ☐ Employee toilet facilities are required for all food service establishments. (Mobile establishments are required to have toilet facilities available.)
- ☐ Customer toilet facilities are required for establishments with more than 12 seats. (Additional requirements, if alcohol is served.)
- ☐ All surfaces in food preparation areas shall be smooth, durable, easily cleanable, and non-porous.
- ☐ All cold holding equipment must maintain 41° F or colder. (Thermometers required.)
- ☐ All hot holding equipment must maintain 140° F or hotter. (Thermometers required.)
- ☐ There are use limitations for cast iron, lead, copper, galvanized metal, sponges, wood, and nonstick coatings
- ☐ Food ingredient containers must be labeled. (Ingredient name, and dated, if perishable.)
- ☐ All food and non-food contact surfaces must be kept clean, and food contact surfaces must be sanitized.
- ☐ Clean wiping cloths in chemical sanitizing solution must be readily available in all food preparation areas and used to wipe food contact surfaces. (A test kit is required for proper sanitizing solution concentration.)
- ☐ Raw fruits & vegetables must be washed. (Prior to being cooked, or served ready to eat.)
- ☐ Self-service, ready-to-eat food must be monitored and protected from customer contamination.
- ☐ Ventilation is required when cooking. (Fire suppression equipment may be required.)
- ☐ All windows, doors, and openings must provide protection from insects, rodents, and animals.
- ☐ Animals are not allowed on the premises. (Rare exceptions.)
- ☐ Consumer advisory is required when serving raw or undercooked foods.
- ☐ All plumbing must be according to law. (Provide documents, i.e. plumbing permits.)
- ☐ A service sink (mop sink) is required in all permanent food service establishment structures.
- ☐ Mobile establishments must use approved water and waste water tanks.
- ☐ Lighting must be provided, and light bulbs in food areas must be shielded.

**THIS SUMMARY IS DESIGNED TO BE A HELPFUL GUIDE
FOR A COMPLETE COPY OF THE MAINE FOOD CODE
CONTACT THE HEALTH INSPECTION PROGRAM AT (207) 287-5671
OR**

DOWNLOAD A COPY FROM: <http://www.maine.gov/dhhs/eng/el>